COCHIN PORT AUTHORITY

Office of the
Chief Mechanical Engineer
Cochin-09.

No.COPA/CME/2026-27/IC ENGINE/VEHICLE Dated: 04.11.2026

NOTICE INVITING BUDGETARY OFFER

To,

The Prospective bidders

Sub: Budgetary Quotation invited for Casual Hiring Contract of various type of vehicles for the use of Cochin Port Authority – Reg.

Ref: Cochin Port Website dtd.04.11.2026

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Cochin Port Authority intends to hire various types of vehicles with driver and fuel on casual hiring basis / as and when required basis, for a period of one year from the date of award of contract further extendable by another 3 months (If required by COPA). The details are as below:

Sl. No	Description Work	Unit/Qty	Rate in Rs.
1	i. Maruti Ertiga / Toyota Rumion or Equivalent with A/C, driver and fuel for daily usage of 8 Hrs /120Kms	1 No.	
	ii. Additional Kms. rate	Per Kms	
	iii.Additional Hours rate	Per Hour	
2	i.Maruti Ertiga / Toyota Rumion or Equivalent with A/C, driver and fuel for daily usage of 4 Hrs. / 60 kms.	1 No.	
	ii. Additional Kms. rate	Per Kms	
	iii.Additional Hours rate	Per Hour	
3	i.Maruti Ertiga / Toyota Rumion or Equivalent with A/C, driver and fuel for daily usage on hourly basis.	1 No.	
	ii.Additional Hours rate	Per Hour	
4	i.Force Traveller, 17 seater non A/C vehicle with driver and fuel for daily usage of 12 hrs. / 120 kms.	1 No.	
	ii.Additional Kms rate	Per Kms	
	iii.Additional Hours rate	Per Hour	
5	i.50 Seater A/C Bus with driver and fuel for daily usage of 12 hrs. / 120 kms.	1 No.	
	ii.Additional Kms rate	Per Kms	

	iii.Additional Hours rate	Per Hour	
6	i. 50 Seater non A/C Bus with driver and fuel for daily usage of 24 hrs. / 250 kms.	1 No.	
	ii.Additional Kms. rate	Per Kms	
	iii.Additional Hours rate	Per Hour	
7	i.Dumper Truck of min. 10 Ton pay load capacity for daily usage of 12 hrs. / 120 kms.	1 No.	
	ii.Additional Kms. rate	Per Kms	
	iii.Additional Hours rate	Per Hour	
8	i.Ambulance (Force Traveller/ Multi-Utility Passenger Van) "A" type for 24Hrs /60 Kms	1 No.	
	ii.Additional Kms. rate	Per Kms	
	iii.Additional Hours rate	Per Hour	
Total			
GST %			
Total incl. GST			

Terms and Conditions

1. The bidder should be a registered travel agency based out of Kochi. The agency shall submit their registration certificate as proof along with their offer.
2. The successful bidder shall submit Security Deposit of 10% of the contract value within 21 days from the date of receipt of Letter of Acceptance (LoA), to guarantee fulfillment of performance and the obligations of the contract.
3. Toll and parking charges if any will be reimbursed on submission of original Toll/Parking receipts. All other charges (Incl. driver bata, additional driver/cleaner charges, EPF, ESI etc) if any shall be included in above offer.
4. On the event of breakdown of vehicle, substitute vehicle should be arranged immediately within one hour of reporting of breakdown. No extra charges will be paid for the same. If no arrangement is made for substitute vehicle, then the agency will not be paid any partial payment if any. Further in case of repetition of such incidents for 3 or more instances, the contract is liable to be terminated.
5. The vehicle should be provided with sufficient fuel before commencement of journey for the whole journey.
6. The vehicle should be in mint condition (free of any wear or physical damage) on arrival.
7. The vehicle should have comfortable seating with neat and clean interior as well as exterior.
8. The vehicle should havefire extinguisherwith valid certification and first aid kit.
9. The driver should have a valid Indian driving license, vehicle should have copy of valid RC, Insurance, PUC, Permit and any other documents as required by RTO/statutory Authority.
10. The vehicle should be compliant to RTO regulations/local authority/Police.
11. The driver should be in proper attire on arrival. The driver should be courteous and should have at least basic proficiency in English/Hindi speaking along with Malayalam.
12. In case the authority is not satisfied with the vehicle, for reasons afore said, a replacement of same type of vehicle shall be sent immediately within one hour of reporting to contractor.
13. The bidders are requested to submit the rates duly signed and sealed in prescribed format through e-mail on or before 15.00 Hrs. on **10.11.2026** to Sri.Mathew Varghese, A.E. (M) CoPA at mathew.varghese@cochinport.gov.in with subject **"Budgetary Quotation invited for Casual Hiring Contract of various type of vehicles for the use of Cochin Port Authority"**. For any clarification on above terms and conditions, the firms may contact on below Ph No: 0484-2582310

Yours sincerely,

Sd/-
Asst. Executive Engineer (M)